

Middletown Technology Advisory Committee (MTAC)  
Agenda for December 11, 2007 Meeting  
(Middletown Public Library)

Approve minutes for the meeting of September 11, 2007.

NOTE – A quorum was not present for the October 9, November 13, or December 11, 2007 meetings, therefore no official minutes will require approval for those dates.

Unfinished Business:

1. Committee interest to collaborate with the Middletown School Technology Committee. MTAC members may be called upon to participate in collaborations via email, upon the school committee's development of a draft plan in September. Currently waiting on Linda Savastano to notify the MTAC with information regarding the next steps to be taken. **ACTION ITEM: Jairo to follow up with Linda Savastano on this matter.** Info from Linda regarding a technology skills assessment to be forwarded to the MTAC for offline review and discussion during a later meeting.
2. Potential for a citizen request / complaint / incident report central repository and work assignment ("trouble ticketing system"). Per Matt Wainwright (Middletown IT Director), the Qscend Alert software system has been budgeted for implementation in 2008; a progress report will be provided after implementation. **ACTION ITEM: Lou to follow up with Matt Wainwright on this matter.** Qscend Alert system is currently being used with the Middletown Pay As You Throw system.
3. Survey to determine what information citizens want from the town. ACTION: John Sirois to upload the draft survey developed by the MTAC to a test site for committee sampling and comment. **ACTION TAKEN: MTAC members reviewed the draft survey created by member John Sirois using a free tool online and collectively agreed on 11 questions which will be presented to the Middletown Town Council on October 1, 2007.** A more clear and concise version of the survey has been requested by the Middletown Town Council for review prior to posting on the Middletown Town website.
4. Island-wide Information Technology committee to explore potential collaboration and partnership among the three communities. No recent information available. John Fox to follow up with Lou as to points of contact, status of discussions. **ACTION TAKEN: Lou provided a verbal summary of the first meeting of the Island-Wide Information Technology Committee (IITC or IWITC?) that was recently held in Newport. The three main areas of focus for the island-wide committee were stated as Efficiency, Effectiveness, and Capacity/Capability. Additional information will be made available once the island-wide committee meets again.** A follow-on meeting is TBD (prior to end of 2007). This was apparently not possible due to scheduling conflicts for all parties involved. A follow-on meeting is TBD some time during the 1<sup>st</sup> quarter of 2008.
5. Election of committee members to fill Vice Chair and Secretary positions. **ACTION TAKEN: Tabled until next month's meeting.**

IT Directors' Status reports:

New Business:

Per Matt Wainwright: *"...the Town is seeking a cohesive, more homogeneous system that seeks to integrate all departments and is analogous to a corporate ERP system."*

Per Jairo Rugel: *Any requirements and/or restrictions concerning this type of project will need to be identified and researched accordingly by the MTAC in collaboration with Matt Wainwright (Middletown IT Director) and the various Department Heads (as necessary) in order to provide a cost effective and efficient solution for presentation to and review by the Middletown Town Council.*

Set next meeting date and time:

Adjourn meeting: